

Women of the Year TIMELINE

June	<ul style="list-style-type: none"> <input type="checkbox"/> Start working on Correspondence/Forms for upcoming WOY event and Management review (Supervisor Nomination Invite Request [Letter Criteria, Form], Corporate Sponsors [Letter, Form], Press Releases, Motion [if applicable], MC, Honor Guard, Invocation, Save the Date, Flower Memo, Warrant Memo (Ann Marie -30687 of AC)
July	<ul style="list-style-type: none"> <input type="checkbox"/> Add to CW Agenda appointment of WOY Chair by President <input type="checkbox"/> RFP – for Hotel Quotes for March of next year <ol style="list-style-type: none"> 1. Include with RFP quote for Audio/Video and Parking 2. Contract from hotel (Guarantee amount vs. needed amount) to be reviewed and then signed by Chief of Division.
August	<ul style="list-style-type: none"> <input type="checkbox"/> Schedule Teleconference meeting with WOY Adhoc Committee <ol style="list-style-type: none"> 1. Prepare Agenda to include: Draft Timeline, WOY Budget from previous year, discussion on all correspondences, forms, press release, theme, colors, date and time of event, Future meeting dates <input type="checkbox"/> Update website for SAVE THE DATE
September	<ul style="list-style-type: none"> <input type="checkbox"/> Submit suggested changes by Committee to CS Chief for review by DEO of all forms, correspondence, Press Releases, Save the Date. <ol style="list-style-type: none"> 1. Finalize for approval at September meeting Timeline, WOY Budget, discussion on all correspondences, forms, press release, theme, colors, date and time of event, MC <input type="checkbox"/> Request Quotes and submit RQN event needs: Include following attachments <ol style="list-style-type: none"> 1. Minutes from COW meeting showing approval of Fiscal Year 20__ - 20__ COW Budgeted Items (Usually in the July meeting)/ 2. Trust Fund Budget Report from meeting 3. Quotes (make sure quote does not exceed Budgeted amount)
October	<ul style="list-style-type: none"> <input type="checkbox"/> 2nd and 3rd week of October – Update all lists for distribution (Sponsors, Past Awardees, Constituents) <input type="checkbox"/> Reserve County Digest slot for December
November	<ul style="list-style-type: none"> <input type="checkbox"/> Send out Press Release and Update Website for call of Nominations <input type="checkbox"/> Start sending nomination packets out to District Offices and Constituents. <input type="checkbox"/> Last week of November - Send out Request for Corporate Sponsors <input type="checkbox"/> Start updating Souvenir Program for Event <input type="checkbox"/> Contact MC, Honor Guard, Invocation
December	<ul style="list-style-type: none"> <input type="checkbox"/> Submit County Digest first Thursday of December for January issue. <input type="checkbox"/> Submit updated pages to Graphics <input type="checkbox"/> Pay Deposit of Hotel <input type="checkbox"/> 2nd Wk - Send reminder notices for Nominations and start request for BIOS. <input type="checkbox"/> Finalize type of award to be given and details look of award <input type="checkbox"/> Committee meeting for program, press release (SAVE the Date flyer/County Digest) <input type="checkbox"/> 3rd Wk - Finalize Nominations and start request for BIOS.

	<ul style="list-style-type: none"> <input type="checkbox"/> Send out Press Release of Awarded Nominees for Luncheon (brief BIO of awardees) <input type="checkbox"/> Log all responses for donations (add received donations to Donation Log) and file denials
January	<ul style="list-style-type: none"> <input type="checkbox"/> Send memo to District office on Flowers <input type="checkbox"/> Finalize Invitations, Send to printer <input type="checkbox"/> Update Website for BOS events registration online <input type="checkbox"/> Submit updated pages to Graphics <input type="checkbox"/> Send out invitations to Department/District Offices. <input type="checkbox"/> Confirm attendance of Supervisors to luncheon <input type="checkbox"/> Follow-up on BIOS <input type="checkbox"/> Submit updated pages to Graphics <input type="checkbox"/> Send Sample Board Motion to BOS Chair for submittal to BD Ops <input type="checkbox"/> Work with Adhoc Committee on – Flowers, donation of Goodie Bags <input type="checkbox"/> Log Purchased Ads
February	<ul style="list-style-type: none"> <input type="checkbox"/> Start Seating and updates to Event Pro <input type="checkbox"/> Start Program timeline <input type="checkbox"/> Start Printing posters for event (Sponsors, Past Commissioners, Awardee Posters, Special Acknowledgement Poster, Scholarship Poster) <input type="checkbox"/> Start creating VIP list <input type="checkbox"/> Develop Press Kits <input type="checkbox"/>
March	<ul style="list-style-type: none"> <input type="checkbox"/> Finalize Souvenir Program <input type="checkbox"/> Send PDF version to Graphics for a week turn-around <input type="checkbox"/> Prepare Goodie Bags for All Attendees <input type="checkbox"/> Close online registration <input type="checkbox"/> Determine Accurate Guest Count <input type="checkbox"/> Print Name Tags of Awardees, Staff & Commissioners (with extra Blank Tags) <input type="checkbox"/> Do Table Assignments <input type="checkbox"/> Create Table Name Tent Cards, posters and banners <input type="checkbox"/> Send out final Media Release <input type="checkbox"/> Start Gathering Necessary Items for Registration Tables (i.e., Pens, Markers, etc.) <input type="checkbox"/> Submit Final Count to Caterer <input type="checkbox"/> Schedule Staff meeting for Event duties <input type="checkbox"/> Final Preparation of Name Badges / Alphabetized Guest List <input type="checkbox"/> Create Media Sign In Sheet <input type="checkbox"/> Silent Auction Bid Sheet <input type="checkbox"/> Auction Sign In

Event Day	<ul style="list-style-type: none"> <input type="checkbox"/> 8:00 a.m. – Transport Goodie Bags and all Other Materials (including Program to Luncheon Site <input type="checkbox"/> 9:00 a.m. - Begin Setting Up Programs and Goodie Bags at each seat / Check that Table Arrangement is per your instructions <input type="checkbox"/> 10:00 a.m. – Set Up Registration Tables <input type="checkbox"/> 1:30 p.m. – Staff teardown of Event then lunch for staff.
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